



## Office of Research and Sponsored Programs

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### NIH Recruitment and Retention Plan Guidance

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The "Recruitment and Retention Plan" attachment is required unless either or both of the following apply to you:

- You selected only **Exemption 4** and no other exemptions on the "[1.3 Exemption Number](#)" question.
- You selected "**No**" to the "[1.4.a. Does the study involve human participants?](#)" question.

#### **Format:**

Attach this information as a PDF file. See NIH's [Format Attachments](#) page.

#### **Content:**

Describe how you will recruit and retain participants in your study. You should address both planned recruitment activities as well as proposed engagement strategies for retention.